CITRIX DOWLOAD AND INSTALLATION
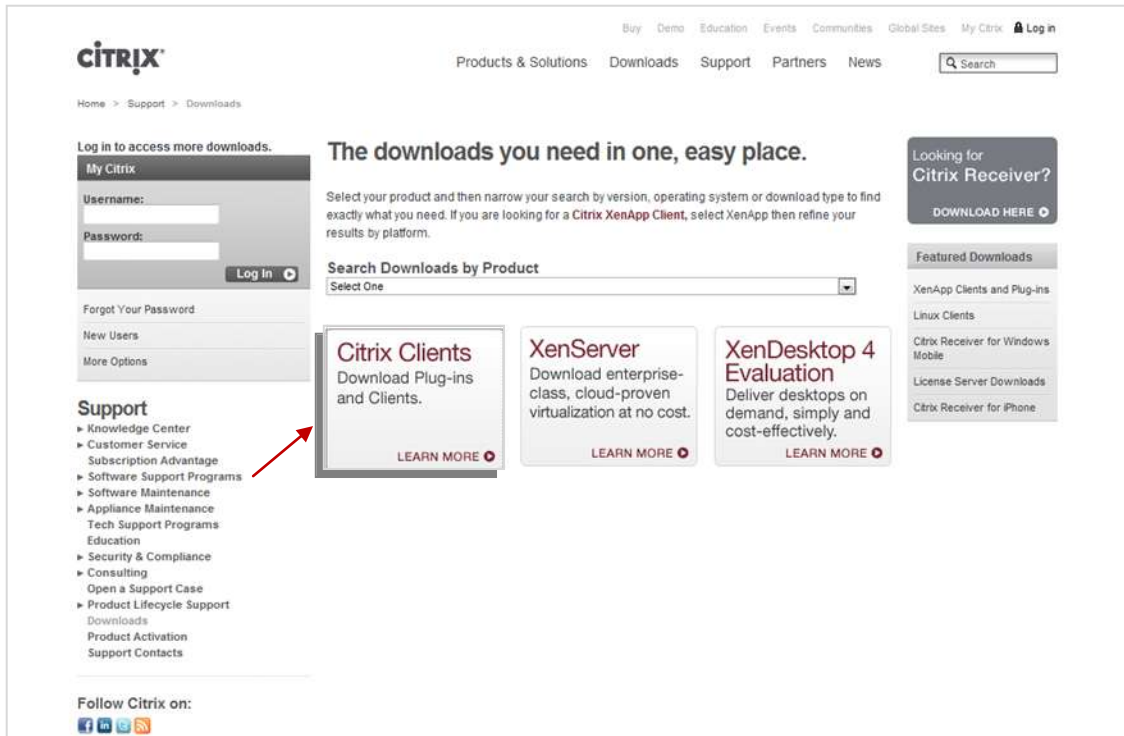
To download Citrix, follow the instructions below

> If you are at a work computer or have already downloaded the Citrix online plugin, you may skip to the Citrix Instructions below (page 4):
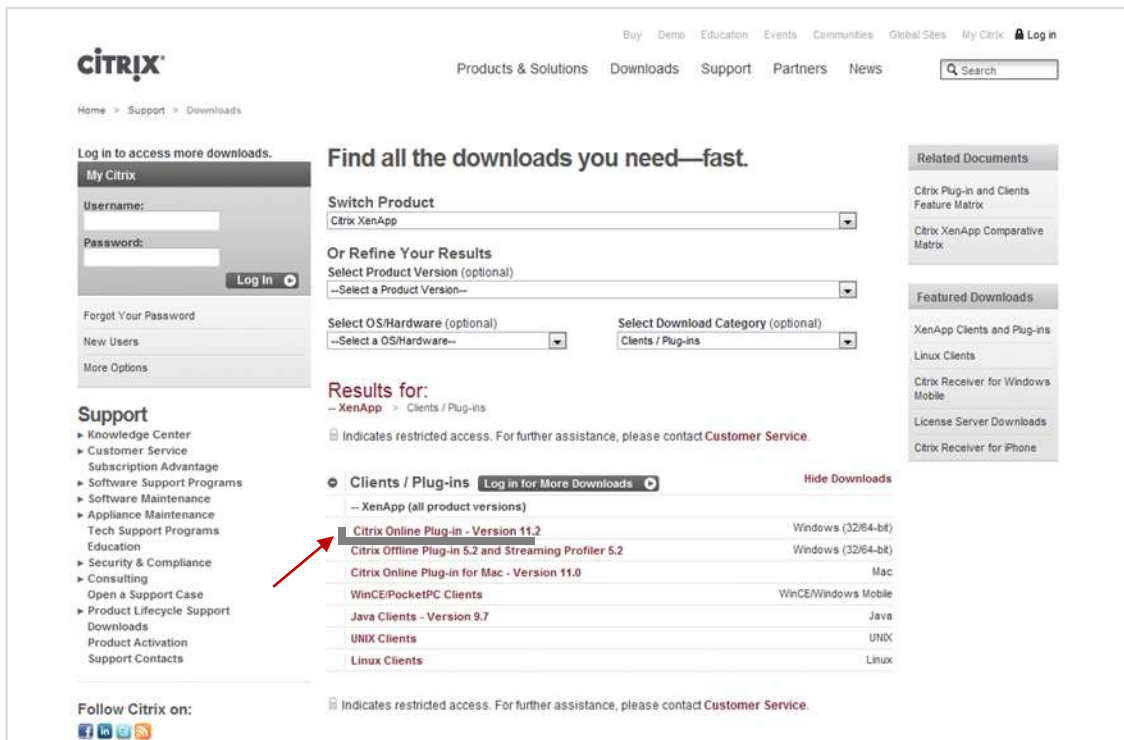
Go to www.Citrix.com then click on downloads

Click on Citrix Clients

Click on Citrix Online Plug-in – Version 12.0 (or whatever the current version may be)

Click on the download button for "Citrix Online Plug-in – Web"

Click on the "Click to download your file now" link

After installing the client, please close your browser and re-open.

To use Citrix, please see section below – Citrix Instructions.

Citrix Instructions

DII is excited to provide this new technology. It's a way to provide access to our computer resources remotely. You will be able to access your files, applications, etc.

To get to our new secure site, go to this website: https://cag.dii.state.vt.us
(Make sure you put in the **s** after http)

A web page will come up requiring you to log in. You just need to use your login name and password. It already knows we're on VSMS.

For example:
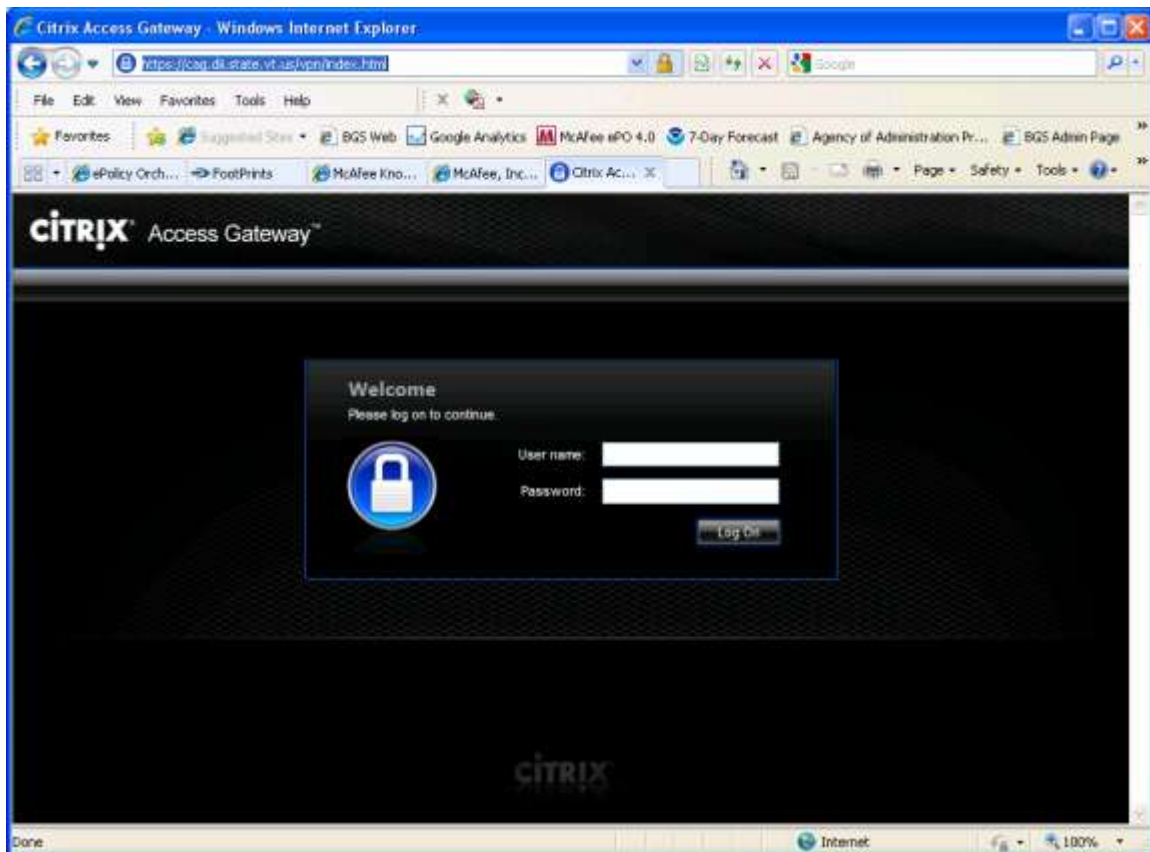
In the username box type your username: john.smith
In the password box type your password: jspassword
Click on login.

If you are part of the VSMS environment:

    User name: firstname.lastname (i.e. mary.smith)
    Password: Standard network password (what you use to sign into your
    machine to connect to the network)
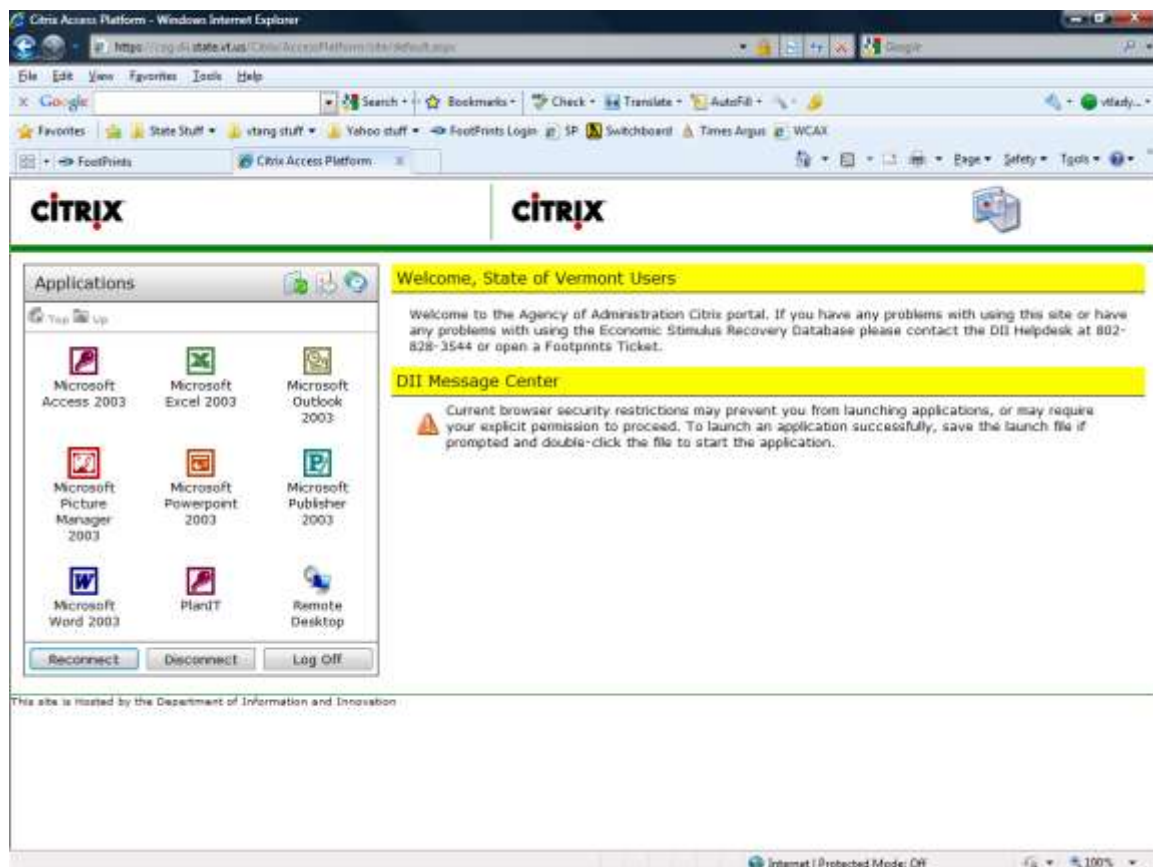
If you are NOT part of the VSMS, your account has been set-up with:

    User name: firstname.lastname (i.e., mary.smith)
    Password: first initial last initial password (mspassword)

You should come to a screen with icons – similar to this:

Based on which groups you belong to you will have different icons. You can click
on the application you need to open. Word and Excel will have access to your
mapped drives. Outlook can be set up to work as well.